



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

## **TITLE: FAIR BOARD OFFICE INTERN**

**INTERNSHIP DATES:** May through August, start and finish dates are negotiable.

### ***Paid Internship***

### **GENERAL DESCRIPTION:**

The position of Fair Board Office Intern reports to the Director of Administration. This position is responsible for providing assistance to the Director of Administration in the coordination of the activities associated with the planning and implementation of the State Fair, particularly interaction with Indiana State Fair Board members and their support staff.

### **RESPONSIBILITIES:**

1. Update the Gate Seller/Ticket Taker Policy and Procedures Manual, the Indiana State Fair Employee Guide and the Emergency Procedures Guide.
2. Assist with the implementation and execution of the Indy International State Fair Wine Competition, Wine Tasting Reception and Brewer's Competition. (Intern must be at least 21 years of age on June 1st)
3. Assist in the coordination of activities between the Fair Board, Presentation & Development Department and Sponsorship programs.
4. Assist in preparing and updating various Fair contracts.
5. Update various statistical charts relating to the Fair.
6. Assist in the Entry Department and the Information Technology Office as necessary.
7. Update the Policy and Procedures Manual for the State Fair Board of Directors.
8. Assist with the annual update of the Biosecurity Plan for the State Fair.
9. Perform other duties as assigned by the Director of Administration.